

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Senior Automotive Repair Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Services, maintains, and repairs all city vehicles, heavy equipment, motorized specialty vehicles and portable and industrial equipment. Provides towing and recovery services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs preventive maintenance and major repair to City owned equipment by checking all safety and mechanical features and repairing transmissions, engines, hydraulic and electrical systems, suspension, brake systems and associated systems.
2	H	Diagnoses and repairs vehicles by using computerized diagnostic equipment and tools to properly locate and correct any problem areas.
3	H	May provide wrecker service duties by retrieving City vehicles and towing to fleet compound.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years as an auto repair technician.
Certifications and Other Requirements	Valid CDL (Class A) Driver's License, Virginia State Inspection License, A/C Certification
Reading	Work requires the ability to read repair manuals and work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, maintenance schedules and notes.
Managerial	Managerial responsibilities include planning maintenance schedules.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires team involvement and development.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Vehicle repair, on ladders, working under lifts, customer service, part retrieval
Sitting	O	Vehicle repair, computer, desk work, meetings
Walking	F	Answering telephone, in shop area, part retrieval, vehicle retrieval
Lifting	F	Tires, hubs, drums, batteries, buckets of oil, various HD parts
Carrying	F	Tires, hubs, drums, batteries, buckets of oil, various HD parts
Pushing/Pulling	F	Tires, during vehicle repair, tools, vehicles not operable
Reaching	F	HD parts, tools
Handling	F	Tires, hubs, drums, batteries, oil, shop equipment, office supplies, various car parts
Fine Dexterity	F	Computer keyboard, calculator, various shop tools
Kneeling	F	Performing part repair or replacement, maintenance of vehicle
Crouching	F	Performing part repair or replacement, maintenance of vehicle
Crawling	F	Performing part repair or replacement, maintenance of vehicle
Bending	F	Performing part repair or replacement, maintenance of vehicle
Twisting	F	Performing part repair or replacement, maintenance of vehicle
Climbing	F	Performing part repair or replacement, maintenance of vehicle
Balancing	F	Ladder, performing part repair or replacement, maintenance of vehicle
Vision	C	Computer, desk work, reading, examination or inspection of parts
Hearing	C	Telephone, co-workers, customers, management, public, vendors, meetings
Talking	C	Telephone, co-workers, customers, management, public, vendors, meetings
Foot Controls	F	Driving, performing testing of equipment (i.e.. clutch, brake pedal, gas pedal)
Other (specify)	N	

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Computer, printer, Standard Microsoft Windows and Office software, Faster software, Mitchell On-Demand software, Fleet Tracker, various shop hardware tools including power tools, cutting torches, wheel alignment machine, various engine analyzers, head-light adjuster equipment, hydraulic jacks and lifts, amp meter, volt meter, valve facing machine, brake drum lathe, metal lathe, milling machine, steel band saw, drill press, impact gun, electrical testing equipment, electronic diagnostic equipment & scanners, Chassis Dyno

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	M	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	S
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses/eye protection, ear plugs/protection, gloves, safety shoes, work boots or steel-toe boots, safety vests, welding shields

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)